
TITLE 590 INDIANA LIBRARY AND HISTORICAL BOARD

Final Rule

LSA Document #21-523(F)

DIGEST

Adds [590 IAC 5-1.1](#) to replace the existing rule on definitions. Amends [590 IAC 5-2-1](#) to update a cross-reference. Amends [590 IAC 5-2-3](#) to allow a person who holds a specialist certificate on January 1, 2023, to renew the specialist certificate, provided the person remains in the same job classification at the same library system; complies with library education requirements; submits an application to renew; and pays the application fee. Amends [590 IAC 5-3-1](#) to remove language concerning new applications for specialist certificates. Amends [590 IAC 5-3-2](#) to require LEUs used to renew a temporary permit be earned while the temporary permit is in effect, but allows a person to use LEUs earned after the person's start date and before the initial temporary permit takes effect to renew an initial temporary permit. Amends [590 IAC 5-3-3](#) to change "temporary certificate" to "temporary permit". Amends [590 IAC 5-3-4](#) to eliminate the requirement that a person earn 20 technology LEUs during a five year period to renew a five year certificate; allows a library professional to earn one LEU for attending an escorted library tour for a maximum of five LEUs for different library tours during a five year period; extends the period of time a librarian must retain LEU records to 90 days from the later of the date the certificate expired or the actual date the certificate was renewed; and requires LEUs earned to renew a five year certificate to be earned while the certificate is in effect, but allows a person who submits a timely application for an initial five year certificate to use LEUs earned after the person's start date and before the initial five year certificate takes effect. Amends [590 IAC 5-4-2](#), [590 IAC 5-4-3](#), and [590 IAC 5-4-4](#) to change references to "American Library Association accredited master of library science or equivalent" to "ALA accredited master's degree". Amends [590 IAC 5-4-6](#) to change the reference to the educational requirement from years of college to number of semester or quarter credits. Amends [590 IAC 5-4-7](#) to change "library experience" to "library work experience". Amends [590 IAC 5-4-7.5](#) to specify what levels of librarian certificates a director of a library serving a population of 3,000 or less can hold other than a Librarian Certificate 7, and removes the option of substituting three library science courses for three years of library work experience in keeping with the requirement that the director take certain workshops each of the first three years the person is in the position. Repeals [590 IAC 5-1](#), [590 IAC 5-4-8](#), [590 IAC 5-4-9](#), [590 IAC 5-4-10](#), [590 IAC 5-4-11](#), and [590 IAC 5-4-12](#). Effective January 1, 2023.

[590 IAC 5-1](#); [590 IAC 5-1.1](#); [590 IAC 5-2-1](#); [590 IAC 5-2-3](#); [590 IAC 5-3-1](#); [590 IAC 5-3-2](#); [590 IAC 5-3-3](#); [590 IAC 5-3-4](#); [590 IAC 5-4-2](#); [590 IAC 5-4-3](#); [590 IAC 5-4-4](#); [590 IAC 5-4-6](#); [590 IAC 5-4-7](#); [590 IAC 5-4-7.5](#); [590 IAC 5-4-8](#); [590 IAC 5-4-9](#); [590 IAC 5-4-10](#); [590 IAC 5-4-11](#); [590 IAC 5-4-12](#)

SECTION 1. [590 IAC 5-1.1](#) IS ADDED TO READ AS FOLLOWS:

Rule 1.1. Definitions**[590 IAC 5-1.1-1](#) Applicability****Authority:** [IC 36-12-11-5](#)**Affected:** [IC 36-12-11](#)**Sec. 1. The definitions in this rule apply throughout this article.**

(Indiana Library and Historical Board; [590 IAC 5-1.1-1](#); filed Jun 2, 2022, 2:34 p.m.:
[20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-2](#) "Accredited college or university" defined**Authority:** [IC 36-12-11-5](#)**Affected:** [IC 36-12-11](#)

Sec. 2. "Accredited college or university" means a college or university that qualifies for membership in the Higher Learning Commission (HLC) or other regional or national associations of similar rank. These associations and the colleges and universities they have accredited are listed in the latest edition of the publication "Accredited Postsecondary Institutions and Programs" by the United States Department of Education.

(Indiana Library and Historical Board; [590 IAC 5-1.1-2](#); filed Jun 2, 2022, 2:34 p.m.:
[20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-3](#) "Administrative experience" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 3. "Administrative experience" means experience attained as a director or by supervising the work of other persons, at least two (2) of whom possess an ALA accredited master's degree or its equivalent, or a valid equivalent of such experience, that is accepted by the Indiana library and historical board.

(Indiana Library and Historical Board; [590 IAC 5-1.1-3](#); filed Jun 2, 2022, 2:34 p.m.:
[20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-4](#) "ALA" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 4. "ALA" means the American Library Association.

(Indiana Library and Historical Board; [590 IAC 5-1.1-4](#); filed Jun 2, 2022, 2:34 p.m.:
[20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-5](#) "ALA accredited master's degree" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 5. "ALA accredited master's degree" refers to study on the graduate level taken at an ALA accredited library school and validated by one (1) of the following diplomas or certificates, or the equivalent:

- (1) Master of library science degree.
- (2) Master of information science degree.
- (3) Master of library and information science degree.
- (4) Master's degree from a school librarianship education program.

To be considered an ALA accredited library school, the school must have been approved at the time courses were taken to fulfill Indiana certification requirements. Accredited status is retroactive to cover the academic year preceding the one in which the accreditation visit was made.

(Indiana Library and Historical Board; [590 IAC 5-1.1-5](#); filed Jun 2, 2022, 2:34 p.m.:
[20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-6](#) "Approved library science education" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 6. "Approved library science education" means core competency instruction in library science taken in an institution approved to give such library science instruction. This approval may be either accreditation of the institution by the ALA to give graduate library education or approval by the Indiana state commission on higher education to give graduate or undergraduate courses in library science, or approval by another accrediting agency for postsecondary education. Similar approved courses in library science taken outside of Indiana may be accepted at the discretion of the Indiana library and historical board.

(Indiana Library and Historical Board; [590 IAC 5-1.1-6](#); filed Jun 2, 2022, 2:34 p.m.:
[20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-7](#) "Intermediate library education" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 7. "Intermediate library education" means at least fifteen (15) semester hours or twenty (20) quarter hours of approved library science education and shall consist of any college level library science courses. Courses must be worth at least three (3) semester hours or four (4) quarter hours each.

(Indiana Library and Historical Board; [590 IAC 5-1.1-7](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-8](#) "Introductory library education" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 8. "Introductory library education" means at least nine (9) semester hours or twelve (12) quarter hours of approved library science education, taken through an accredited college or university. College level library science courses that educate the Librarian Certificate 6 in job responsibilities, the function and theory of public library operations, and the overall mission of the public library will be accepted.

(Indiana Library and Historical Board; [590 IAC 5-1.1-8](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-9](#) "LEU" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 9. "LEU" means library education unit and refers to units earned by librarians from approved courses, workshops, and other activities in which librarians participate and that are used to establish librarian eligibility for certificate renewal. For librarians holding a temporary permit, LEUs are considered separate and additional to the required education and experience needed to obtain the permanent certificate.

(Indiana Library and Historical Board; [590 IAC 5-1.1-9](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-10](#) "Library education provider" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 10. "Library education provider" means an individual or group that will provide an educational course or workshop for which attendees may receive LEUs.

(Indiana Library and Historical Board; [590 IAC 5-1.1-10](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-11](#) "Local library board" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 11. "Local library board" refers to the fiscal and administrative body of a public library.

(Indiana Library and Historical Board; [590 IAC 5-1.1-11](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-12](#) "Minimum library education" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 12. "Minimum library education" means at least nine (9) semester hours or twelve (12) quarter hours of approved library science education, taken with or after completion of two (2) years of academic education in an accredited college or university. This education is designated to meet the minimum essential needs of small public libraries for purposes of certifying positions of Librarian Certificate 5. Courses must be worth at least three (3) semester hours or four (4) quarter hours each.

(Indiana Library and Historical Board; [590 IAC 5-1.1-12](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-13](#) "Professional assistant" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 13. (a) "Professional assistant" includes positions in which the person devotes more than seventy-five percent (75%) of their time to work that requires either of the following:

- (1) Knowledge of professional library practice, and development and management of collections and technical library processes.
- (2) The ability to deal with people in a professional capacity as distinguished from clerical.

(b) The term includes, but is not limited to, staff classified as librarians, paraprofessionals, catalogers, reference assistants, and program coordinators.

(Indiana Library and Historical Board; [590 IAC 5-1.1-13](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

[590 IAC 5-1.1-14](#) "Professional position" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 14. "Professional position" includes staff classified as directors, branch heads, department heads of a public library system, and professional assistants.

(Indiana Library and Historical Board; [590 IAC 5-1.1-14](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 2. [590 IAC 5-2-1](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-2-1](#) Library certification law

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11-6](#)

Sec. 1. [IC 36-12-11-6](#) refers to all professional positions as distinguished from clerical positions that do not require certification. See the definition of "professional position" at [590 IAC 5-1-9](#); [590 IAC 5-1.1-14](#).

(Indiana Library and Historical Board; [590 IAC 5-2-1](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); readopted filed Oct 21, 2020, 8:54 a.m.: [20201118-IR-590200462RFA](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 3. [590 IAC 5-2-3](#) IS AMENDED TO READ AS FOLLOWS:

590 IAC 5-2-3 Validity of old certificates

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 3. (a) A library staff member employed by a library district upon adoption of this administrative rule (May 30, 2008) will not be required to meet new educational and experience requirements as adopted under this article. The waiver of a staff member's education and experience requirements will remain fully valid only for the staff member's present position level within their present library district, or successor district in the case of a library merger. The staff member may obtain a new certificate, provided the staff member fully meets the required qualifications for the grade of certificate sought, and provided such new certificate is applied for and processed in the same manner as other certificates issued under this article. The staff member will be required to meet library education requirements to retain valid certification and to pay the fees required for renewal.

(b) Any uncertified staff member who moves from ~~his or her~~ **their** present position level at ~~his or her~~ **their** present library district after the adoption of this administrative rule to a position that requires certification shall apply for certification prior to the seventh month of holding the position.

(c) New specialist certificates will not be issued after January 1, 2023. A library staff member who held a position that required certification and had an active specialist certificate that was issued before January 1, 2023, may renew the specialist certificate in lieu of meeting the educational and experience requirements for librarian certification. To renew a specialist certificate described in this subsection, the staff member must meet the following library education requirements and pay the fees required for renewal:

- (1) Renewal for a Specialist Certificate 1, 2, or 3 requires completion of seventy-five (75) LEUs in five (5) years.**
- (2) Renewal for a Specialist Certificate 4 or 5 requires completion of fifty (50) LEUs in five (5) years.**

(d) The waiver of a staff member's requirement to obtain a librarian certificate will remain fully valid only for the staff member's present position level within their present library district, or successor district in the case of a library merger.

(e) A staff member who moves from their present position level at their present library district after January 1, 2023, to a position that requires a librarian certificate must apply for the appropriate librarian certificate prior to the seventh month of holding the position.

(f) A staff member described in this subsection may obtain a new librarian certificate, provided the staff member fully meets the required qualifications for the grade of certificate sought, and provided such new certificate is applied for and processed in the same manner as other certificates issued under this article.

(Indiana Library and Historical Board; [590 IAC 5-2-3](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: [20201118-IR-590200462RFA](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 4. [590 IAC 5-3-1](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-3-1](#) Application requirements

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 1. ~~(a)~~ The following are requirements for new applicants for certification:

- (1) Newly hired staff members shall apply for certification prior to the seventh month of holding the position.
- (2) The application must be on a form prescribed and supplied by the Indiana library and historical board and shall indicate in the designated place the position occupied by the applicant. The application must also indicate in the designated place the grade of certificate requested or proposed for the applicant.

- (3) A person who is not presently under employment in an Indiana library may make application for a certificate on the prescribed form.
- (4) The applicant shall submit to the Indiana library and historical board official verification of the academic and library education claimed before a certificate is granted.
- (5) Certificates will be issued to persons who give proof of qualifications prescribed by the Indiana library and historical board for a requisite grade of certificate. Application for such certificate shall be made on the prescribed form, accompanied by the prescribed fee as established in section 3 of this rule. Such certificates shall be valid in respect to the level of positions they are designed to cover.
- (6) The qualifications in [590 IAC 5-4](#) for each grade of certificate are considered to be minimum requirements. Certificates issued therefore represent minimum standards of competence for the various levels of positions. Libraries may require higher qualifications for appointments to their staff, but cannot lawfully appoint to positions persons who have lower qualifications than those called for by the grades of certificates pertaining to the levels of position as prescribed by the Indiana library and historical board.

~~(b) The following are requirements for new applicants for certification as specialist:~~

- ~~(1) An applicant for certification as a specialist may apply at any time.~~
- ~~(2) The application must be on a form prescribed and supplied by the Indiana library and historical board and shall indicate in the designated place the position occupied by the applicant. The application must also indicate in the designated place the grade of certificate requested or proposed for the applicant.~~
- ~~(3) A person who is not presently under employment in an Indiana library may make application for a specialist certificate on the prescribed form.~~
- ~~(4) The applicant shall submit to the Indiana library and historical board official verification of the academic and specialist education claimed before a certificate is granted.~~
- ~~(5) Certificates will be issued to persons who give proof of qualifications prescribed by the Indiana library and historical board for a requisite grade of certificate. Application for such certificate shall be made on the prescribed form, accompanied by the prescribed fee as established in section 3 of this rule. Such certificates shall be valid in respect to the education the individual possesses.~~
- ~~(6) The qualifications in [590 IAC 5-4](#) for each grade of certificate are considered to be minimum requirements. Certificates issued therefore represent minimum standards of competence for the various levels of positions.~~

(Indiana Library and Historical Board; [590 IAC 5-3-1](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); errata filed Jan 12, 2010, 11:44 a.m.: [20100127-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: [20201118-IR-590200462RFA](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 5. [590 IAC 5-3-2](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-3-2](#) Temporary permits

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 2. **(a)** A temporary permit may be issued at the request of a local library board to cover a substitute or temporary employee or an acting **or interim** appointee who does not at the time of assuming duties fully meet the requirements for the appropriate grade of certificate. Application for such temporary permit must be made prior to the seventh month of assuming duties. Regardless of the date of such application, the effective date of the first temporary permit shall be the date six (6) months after first assuming the duties of the covered position. A temporary permit is valid for one (1) year. It can only be renewed by special authorization of the Indiana library and historical board two (2) times. Application for such renewal shall be approved and requested by the local library board and shall be accompanied by:

- (1) proof of the employee having completed ten (10) LEUs; and
- (2) a statement indicating the employee's progress toward meeting the requirements for the requisite permanent certificate.

Application for a temporary permit shall be made on the regular form prescribed for all certificates and shall be accompanied by the prescribed fee as established in section 3 of this rule.

(b) Except as provided in subsection (c), LEUs required under subsection (a)(1) must be earned while the permit is in effect.

(c) This subsection applies when a person submits an initial application for a temporary permit prior to the seventh month of employment in the person's current position. The person may count LEUs earned after the date the person began working in the position and before the effective date of the initial temporary permit toward renewing the person's initial temporary permit. The date the person began working in the position will be determined using the start date for the current position as listed on the initial application for a temporary permit.

(Indiana Library and Historical Board; [590 IAC 5-3-2](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jan 12, 2010, 11:44 a.m.: [20100127-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: [20201118-IR-590200462RFA](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 6. [590 IAC 5-3-3](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-3-3](#) Fees

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 3. The fee for regular certification shall be fifty dollars (\$50). The fee for each temporary certificate permit shall be ten dollars (\$10).

(Indiana Library and Historical Board; [590 IAC 5-3-3](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); readopted filed Oct 21, 2020, 8:54 a.m.: [20201118-IR-590200462RFA](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 7. [590 IAC 5-3-4](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-3-4](#) Renewal applications for librarian certificates

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 4. (a) Application for renewal of librarian certification following adoption of this administrative rule shall be made on the regular form prescribed for all certificates and shall be accompanied by the prescribed fee as established in section 3 of this rule.

(b) Renewal for a library director will require the completion of one hundred (100) LEUs in five (5) years. ~~Twenty (20) hours of LEUs must be computer or technology related.~~

(c) Renewal for a system-wide department or branch head will require seventy-five (75) LEUs in five (5) years. ~~Twenty (20) hours of LEUs must be computer or technology related.~~

(d) Renewal for a Librarian Certificate 1, 2, 3, 4, 5, or 6 professional assistant will require fifty (50) LEUs in five (5) years. ~~Twenty (20) hours of LEUs must be computer or technology related.~~

~~(e) Application for renewal of specialist certification shall be made on the regular form prescribed for all certificates and shall be accompanied by the prescribed fee as established in section 3 of this rule.~~

~~(f) Renewal for a Specialist 1, 2, or 3 will require the completion of one hundred (100) LEUs in five (5) years. Twenty (20) hours of LEUs must be computer or technology related.~~

~~(g) Renewal for a Specialist 4 or 5 will require seventy five (75) LEUs in five (5) years. Twenty (20) hours of LEUs must be computer or technology related.~~

~~(h)~~ **(e)** Library education providers must be evaluated and approved by the Indiana state library. LEU courses should be library-related or specialist subjects of importance to library programming, services, or operations.

LEUs are as follows:

- (1) Accredited Library Science Education Courses or Approved Library Science Courses from colleges or universities (credit and not for credit -1 semester credit hour = 15 LEUs).
- (2) Local, state, and national library association or specialist-subject related conferences (1 hour = 1 LEU).
- (3) Workshops, seminars, institutes, lectures, training by ~~certified~~ **approved** trainers (1 hour = 1 LEU).
- (4) Up to ten (10) LEUs per five (5) year certificate period may be earned in nonlibrary-related specialist subjects of importance to library programming, services, or operations (1 hour = 1 LEU).
- (5) Up to five (5) LEUs per five (5) year certificate period may be earned on external professional committee work, including serving on a professional organization committee or as a professional organization officer. The librarian seeking to use external committee or professional organization work is responsible for getting a certificate or obtaining documentation of hours from the committee or professional organization president, vice president, director, or associate director. Participation in professional committee work does not require prior LEU approval from the Indiana state library (1 hour = 1 LEU).
- (6) Up to five (5) LEUs per five (5) year certificate period may be earned developing and delivering workshops for conferences, staff in-service training, or any other continuing education opportunity available to library professionals. The number of LEUs that may be earned developing and delivering workshops matches hour for hour the length of the program (1 hour program = 1 LEU). The program agenda and LEU approval letter will serve as verification of LEUs.
- (7) Up to five (5) LEUs per five (5) year certificate period for researching, writing, and publishing ~~a library-related article~~ **an article that is one thousand (1,000) or more words long** in a peer reviewed journal ~~(2 or more page article = 5 LEUs)~~ **or other professional library-related publication (1 article = 5 LEUs)**. A copy of the article in original form or provided by means of an Internet website address, if the article is online, will serve as verification of LEUs.
- (8) Library professionals holding five (5) year certificates may earn up to ten (10) LEUs per five (5) year certificate period for attending professional roundtable meetings. The host library shall create and award LEU certificates for all attending library professionals. Professional roundtables do not require prior LEU approval from the Indiana state library (1 LEU per roundtable attended).
- (9) Up to five (5) LEUs per five (5) year certificate period may be earned taking escorted tours of different libraries. The staff member conducting the tour shall create and award LEU certificates for library professionals attending library tours. Library tours do not require prior LEU approval from the Indiana state library (1 LEU per library tour).**

~~(h)~~ **(f)** Certified librarians shall retain copies of LEU certificates of completion, or other written documentation of LEU completion, for a period of at least ninety (90) days from **the later of the following dates**:

- (1) The end of the licensing period for which the continuing education applied.**
- (2) The actual date on which the certificate is renewed.**

The librarian shall provide the state library with copies of LEU certificates of completion, or other written documentation of LEU completion, upon request. Following every certificate renewal period, the state library shall randomly audit for compliance ten percent (10%) of librarians required to take continuing education courses. Librarians who did not have enough LEUs to qualify for their renewal will be notified and will be subject to the disciplinary process under [IC 36-12-11](#).

(g) Except as provided in subsection (h), LEUs required to renew a librarian certificate under subsections (b), (c), and (d) must be earned while the certificate is in effect.

(h) This subsection applies when a person submits an initial application for a five (5) year certificate prior to the seventh month of employment in the person's current position. The person may count LEUs earned after the date the person began working in the position and before the effective date of the person's initial five (5) year certificate toward renewing the person's five (5) year certificate. The date the person began working in the position will be determined using the start date for the current position as listed on the initial application for a five (5) year certificate.

(Indiana Library and Historical Board; [590 IAC 5-3-4](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); errata filed Nov 24, 2008, 12:12 p.m.: [20081210-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: [20201118-IR-590200462RFA](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 8. [590 IAC 5-4-2](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-4-2 Librarian Certificate 1](#)

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 2. (a) The Librarian Certificate 1 position shall be the required minimum grade of certificate for directors of libraries serving a population greater than thirty-nine thousand nine hundred ninety-nine (39,999) and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 1 position are as follows:

- (1) Graduation from an accredited college or university.
- (2) A diploma or certificate awarding an ~~American Library Association~~ **ALA** accredited master's of library science or equivalent. **degree.**
- (3) Ten (10) years of relevant library experience, or six (6) years of relevant library experience, including at least three (3) years of administrative experience.

(Indiana Library and Historical Board; [590 IAC 5-4-2](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); errata filed Oct 15, 2008, 3:01 p.m.: [20081029-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); readopted filed Oct 21, 2020, 8:54 a.m.: [20201118-IR-590200462RFA](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 9. [590 IAC 5-4-3](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-4-3 Librarian Certificate 2](#)

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 3. (a) The Librarian Certificate 2 position shall be the required minimum grade of certificate for directors of libraries serving a population of at least ten thousand one (10,001) but fewer than forty thousand (40,000), and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 2 position are as follows:

- (1) Graduation from an accredited college or university.
- (2) A diploma or certificate awarding an ~~American Library Association~~ **ALA** accredited master's of library science or equivalent. **degree.**
- (3) Three (3) years of relevant library experience.

(Indiana Library and Historical Board; [590 IAC 5-4-3](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); errata filed Oct 15, 2008, 3:01 p.m.: [20081029-IR-590070756ACA](#); errata filed Jan 12, 2010, 11:44 a.m.: [20100127-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); readopted filed Oct 21, 2020, 8:54 a.m.: [20201118-IR-590200462RFA](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 10. [590 IAC 5-4-4](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-4-4 Librarian Certificate 3](#)

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 4. (a) The Librarian Certificate 3 position shall be the required minimum grade of certificate for librarians with the following qualifications and for professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 3 position are as follows:

- (1) Graduation from an accredited college or university.
- (2) A diploma or certificate awarding an American Library Association **ALA** accredited master's of library science or equivalent **degree**.

(Indiana Library and Historical Board; [590 IAC 5-4-4](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); readopted filed Oct 21, 2020, 8:54 a.m.: [20201118-IR-590200462RFA](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 11. [590 IAC 5-4-6](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-4-6](#) Librarian Certificate 5

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 6. (a) The Librarian Certificate 5 position shall be the required minimum grade of certificate for professional assistants of libraries serving a population greater than thirty-nine thousand nine hundred ninety-nine (39,999), for department and branch heads of libraries serving a population of at least ten thousand one (10,001) but fewer than forty thousand (40,000), and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 5 position are **as follows**:

- (1) Successful completion of at least sixty (60) semester hours or ninety (90) quarter hours of academic education at an accredited college or university.**
- (2) At least nine (9) semester hours or twelve (12) quarter hours of minimum library education.** ~~taken with or after two (2) years of academic education in an accredited college or university.~~

(Indiana Library and Historical Board; [590 IAC 5-4-6](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); errata filed Jan 23, 2009, 8:54 a.m.: [20090204-IR-590070756ACA](#); errata filed Jan 12, 2010, 11:44 a.m.: [20100127-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); readopted filed Oct 21, 2020, 8:54 a.m.: [20201118-IR-590200462RFA](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 12. [590 IAC 5-4-7](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-4-7](#) Librarian Certificate 6

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 7. (a) The Librarian Certificate 6 position shall be the required minimum grade of certificate for professional assistants of libraries serving a population of at least three thousand one (3,001) but fewer than forty thousand (40,000), for department and branch heads serving a population of at least three thousand one (3,001) but fewer than ten thousand one (10,001), and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 6 position are as follows:

- (1) High school diploma or proof of successful completion of the high school equivalency exam.
- (2) Three (3) years of library **work** experience or nine (9) semester hours of introductory library education.

(Indiana Library and Historical Board; [590 IAC 5-4-7](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); errata filed Jan 23, 2009, 8:54 a.m.: [20090204-IR-590070756ACA](#); errata filed Jan 12, 2010, 11:44 a.m.: [20100127-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: [20201118-IR-590200462RFA](#); filed Jun 2, 2022, 2:34 p.m.: [20220629-IR-590210523FRA](#), eff Jan 1, 2023)

SECTION 13. [590 IAC 5-4-7.5](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-4-7.5](#) Librarian Certificate 7

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

~~Sec. 7.5. (a) The Librarian Certificate 7 position shall be the required minimum grade of certificate for directors of libraries. This section applies to a library serving a population of three thousand (3,000) or less, and for other comparable professional positions as determined by the Indiana library and historical board.~~

(b) The director of a library described in subsection (a) must hold one (1) of the following certificates:

(1) A Librarian Certificate 7.

(2) A Librarian Certificate 1, 2, 3, or 4.

(3) A Librarian Certificate 5 or 6 issued to a director of a library described in subsection (a) before January 1, 2023.

~~(b) Qualification requirements~~ **(c) To qualify** for the Librarian Certificate 7, ~~position are as follows: a person must meet each of the following requirements:~~

~~(1) High school diploma or proof of successful completion of the high school equivalency exam.~~

~~(2) Three (3) years of library work experience, or nine (9) semester hours of introductory library education.~~

~~(3) Ten (10) hours of state library sponsored training each year for the first three (3) years of employment in subject areas relating to library administration.~~

(Indiana Library and Historical Board; [590 IAC 5-4-7.5](#); filed Aug 22, 2016, 11:27 a.m.:

[20160921-IR-590150446FRA](#), eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.:

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SECTION 14. THE FOLLOWING ARE REPEALED: [590 IAC 5-1](#); [590 IAC 5-4-8](#); [590 IAC 5-4-9](#); [590 IAC 5-4-10](#); [590 IAC 5-4-11](#); [590 IAC 5-4-12](#).

SECTION 15. SECTIONS 1 through 14 of this document take effect January 1, 2023.

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